



POLICE RECORDS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To act as a shift supervisor over technical and clerical Records staff; and to perform a variety of more complex duties in support of the assigned tasks.

Supervision Received and Exercised:

Receives general supervision from the Records Administrator or from other supervisory or management staff.

Exercises direct supervision over lower level staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervise and train staff involved in police records activities; assign shift schedules for assigned staff.
- Participate in the selection of staff; provide or coordinate staff training; assist in developing training manuals.
- Work with employees to correct deficiencies; recommend and implement discipline procedures.
- Monitor and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist general public, departmental personnel and representatives from other agencies in obtaining police related information; monitor all requests for reports; resolve problems and complaints.

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- Process reports, documents and requests received from various department bureaus and sections; review reports processed on previous day; monitor data entry of dispositions.
- Screen and process reports, documents and requests received from various department bureaus and sections: review and disseminate teletypes.
- Operate computer terminals; file and retrieve cards and folder files; operate microfilm equipment; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Accept and process subpoenas for Police Department personnel.
- Accept monies from public for accident and other reports, audit and balance cash drawer as necessary.
- Process arrest information and mail requests; complete daily productivity reports.
- Prepare ACIC/NCIC and ACJIS validation records.
- Assist Records Administrator with the coordination and monitor of Department records.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of full-time police records work experience in a police department or law enforcement agency.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses or training in typing and office practices or a related field.

Licenses/Certifications:

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Terminal Operator Certification awarded by Arizona Criminal Justice Information System Division.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1760

FLSA: Non-Exempt